

**BY ORDER OF THE COMMANDER
8TH FIGHTER WING**

**8TH FIGHTER WING INSTRUCTION
36-2101**



28 JULY 2016

Personnel

PERSONNEL STRENGTH REPORTING

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This instruction implements Air Force Policy Directive (AFPD) 36-21, *Utilization and Classification of Air Force Military Personnel*. This instruction outlines military personnel strength accounting methods and procedures for 8th Fighter Wing (FW) base-wide recalls. It establishes policies and principles for recalls and personnel strength accounting. It contains rules and procedures for computing and reporting personnel strength, recalling individuals on leave or Temporary Duty (TDY), and documenting duty status changes. It also utilizes the 8 FW Form 6, *Personnel Accountability Worksheet*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This instruction is substantially revised and must be completely reviewed. Recall and accountability procedures have been revised and personnel strength reporting procedures have been adjusted. All other changes are related to nomenclature only.

1. General.

1.1. Concept of Operations. The primary method of recalling personnel is the Pyramid Recall System (PRS). It is the responsibility of each organization and staff agency to develop and keep a current Pyramid Recall Roster (PRR) that will provide immediate recall and accountability of personnel.

1.2. Upon initiation of a recall, commanders should state the minimum amount of information necessary to expedite the notification process. Explanations concerning the purpose of the recall should not be provided to those being recalled.

1.3. The pyramid recall approach is the primary means to contact unit personnel. Personnel who cannot be contacted are reported as "not contacted." Contact will continue with the next individual in the chain until all personnel are notified of the recall and accountability of personnel has been completed. When using a recall roster, contact the individual personally. Leaving a message with another person or on an answering machine/voicemail does NOT constitute contact with that person.

2. Responsibilities.

2.1. The 8 FW/CC will:

2.1.1. Initiate a base-wide recall in accordance with (IAW) 8 FWI 10-401, *Pyramid Recall System (PRS)*, when required and direct what level of Recall/Alert is to be used. The following commanders are identified as 8 FW/CC alternates: 8th Fighter Wing Vice Commander (8 FW/CV), 8th Operations Group Commander (8 OG/CC), 8th Maintenance Group Commander (8 MXG/CC), 8th Mission Support Group Commander (8 MSG/CC), or 8th Medical Group Commander (8 MDG/CC).

2.2. Each group commander will:

2.2.1. Ensure subordinate organizations develop, maintain and update PRRs and comm-out recall procedure maps, as personnel changes require.

2.2.2. Maintain current copies of PRRs for subordinate organizations.

2.2.3. Ensure organizations in their chain of command are notified in the event of a recall.

2.3. Each unit commander will:

2.3.1. Ensure recall rosters are developed, maintained, and distributed.

2.3.2. Ensure their units develop and maintain two recall systems (telephone and comm-out), or one recall system that meets the requirements of both telephone and comm-out recalls.

2.3.3. Ensure individuals, who depart TDY, are placed on quarters, are placed in confinement, etc., have their duty status properly updated. Duty status updates should be made as soon as possible and no later than within 24 hours of the change to duty status.

2.4. 8 FW/CP will:

2.4.1. Maintain procedures to initiate the appropriate PRS type and method as directed by the 8 FW/CC or designated representative.

2.4.2. When necessary, notify 8th Security Forces Squadron (8 SFS), Base Defense Operations Center when a comm-out recall is directed by the 8 FW/CC or designated representative to obtain 8 SFS assistance in notifying key personnel.

2.4.3. Serve as the focal point for initiating wing-wide recalls.

2.5. Upon implementation of a base-wide recall, the Emergency Operations Center (EOC) will notify UCCs (Unit Control Center) with the following items. If the EOC has not been activated, Commanders are responsible to notify their UCCs with:

2.5.1. The time the exercise/contingency started.

2.5.2. The name of the exercise/contingency.

2.5.3. The exact time strength figures need to be updated.

2.6. UCCs will:

2.6.1. Upon activation, report to their assigned duty locations immediately.

2.6.2. UCCs will track and report unit strengths to IPR (Installation Personnel Readiness Section) and input recall and strength information on the IPR recall and accountability excel spreadsheet.

2.6.3. Report personnel strength accountability hourly after the established reference start time of the recall to their respective Emergency Support Function (ESF) representative in the EOC. If the EOC is not stood up, this will be reported to the 8th Force Support Squadron (8 FSS) representative in the Crisis Action Team (CAT).

2.6.3.1. UCCs will report strength report accountability (TDY, Leave, Deployed, Duty Status Changes) to IPR at one hour intervals until 100% accountability is attained, with the report made at initial recall start +1 hour. The consolidated UCC initial strength or “available numbers” should not change in subsequent reports.

2.6.4. Keep a current listing of reporting templates, instructions and phone numbers for the Installation Command Center (ICC) Admin section.

2.7. IPR Section will:

2.7.1. IPR will monitor personnel strength accountability (TDY, Leave, Deployed, Duty Status Changes) during recalls and monitor the personnel strength accountability spreadsheet.

2.7.2. Review all leave and TDY recall messages.

2.7.3. Obtain and verify the “other status” report from each UCC Recall Checklist (See Attachment 5).

2.7.4. Request replacement personnel so commanders will have the required forces to accomplish their wartime mission.

2.7.5. Replacement requests are processed on an as-needed basis. The IPR requests necessary replacements upon direction by the EOC or CAT. Requested replacement messages should match the duty Air Force Specialty Code (AFSC) and Special

Experience Identifier (SEI) of the deceased or aeromedically evacuated person. Replacement messages should not be accomplished to backfill personnel working out of the duty AFSC (e.g., Augmentee Duty).

2.7.6. At a minimum, replacement request messages are sent to Headquarters Pacific Air Forces, Manpower, Personnel and Services Directorate (HQ PACAF/A1). Informational copies of the message are sent to 7th Air Force, Manpower, Personnel, and Services Directorate (7AF/A1) and each affected unit commander.

2.7.7. IPR will report personnel strength accountability to the FSS ESF representative within stated recall requirements of 2.6.3.1. Personnel strength accountability will also be reported to applicable Higher Headquarters (HHQ) authorities based upon the specific exercise/contingency/recall.

2.8. FSS ESF Representative will:

2.8.1. During a general or accountability recall, report and advise on recall status/data to senior leadership at prescribed report times.

2.8.2. During a general or accountability recall, consolidate unit reports as needed from IPR and advise senior leadership once 8 FW has reached 100% accountability. Personnel strength accountability will also be reported to applicable HHQ authorities based upon the specific exercise/contingency/recall.

2.9. At a minimum, individuals will:

2.9.1. Become thoroughly familiar with the unit's standby procedures and recall systems.

2.9.2. Inform supervisors when they leave the Kunsan area, as well as provide them with contact numbers at all times.

2.9.3. Respond immediately IAW instructions passed for recalls.

3. Procedures.

3.1. Telephone Standby Procedures:

3.1.1. Telephone standby is used to improve the overall alert posture and response time of the 8 FW. Telephone standby procedures are initiated at the direction of the 8 FW/CC or designated representative. Personnel on leave or TDY are not placed on telephone standby unless directed by the appropriate authority.

3.1.2. UCC will classify personnel who cannot be reasonably contacted during a recall as being in a "not contacted" status.

3.2. Communication Outage (Comm-Out) Recall Procedures:

3.2.1. The possible loss of all normal communication during a natural disaster, equipment failure, or sabotage necessitates preparing another means for recalling personnel under comm-out conditions. Since the nature of the comm-out may not be readily available, the worst-case scenario should always be assumed.

3.2.2. Squadrons should consider the following when developing comm-out procedures: Notification system should be based on geographic location. Emphasize early notification of key personnel. Identify a method to contact the largest number of

personnel, in the shortest amount of time, versus the need for obtaining capability in critical areas. Latest versions of hard copy recall rosters with comm-out recall procedures outlined will work well for this process.

3.2.3. The 8 FW leadership will direct use of all means available. Depending on availability, examples could include: “Giant Voice” (public address system) or loudspeaker-equipped vehicles, radio and television announcements (Commander’s Access Channel), sending 8 SFS, 8 CES/CEF or 8 MDG personnel to all residents to notify individuals.

3.2.4. Each organization will develop a “runner” system (messenger) for intra-base communications.

3.3. Personnel Accountability and Strength Reporting Procedures:

3.3.1. Strength reporting gives vital information about the 8 FW readiness posture. These numbers dictate how the wing will react to any give tasking. This information should be safe guarded at the highest level necessary.

3.3.2. Primary Strength accounting and reporting rest with the unit. Each UCC is responsible for collecting the personnel strength figures of all associated units and providing the data to IPR.

3.3.3. Personnel strength reporting is implemented in conjunction with the Recall Initiation Time (RIT). All 8 FW and associate units must coordinate with their respective UCCs to obtain the RIT. UCCs are required to report personnel strength data at RIT plus 60+, 120+ and 180+ minutes until there is 100% accountability of 8 FW personnel. If 100% accountability is not reached after 180+ minutes, units will report their numbers directly to IPR. Once a unit obtains 100% accountability, contact IPR and their EOC representative immediately.

3.3.4. UCCs will provide IPR with the information defined below, using the prescribed accountability reporting excel spreadsheet. The following definitions apply:

Table 1. Accountability Reporting.

SQUADRON	Represents the squadron required to provide a personnel status report.
ASSIGNED	Represents the number of personnel assigned to your unit. (These figures will be inputted by IPR which are obtained from Military Personnel Data System (MILPDS).)
UCC Phone Number	Represents the UCCs contact information.
TDY	Represents the number of personnel in Temporary Duty Status
FORWARD DEPLOYED	Represents the number of personnel in Deployed Status (Duty Status 20).
LEAVE OFF-PENINSULA	Represents the number of personnel on Leave Status not in Korea.
OUTSIDE 2 HOURS	Members who are approved to be outside the 2-hour response requirement but are not on leave.
LEAVE ON-PENINSULA	Represents the number of personnel who are on leave status within Korea.
OSAN	Represents the actual number of personnel who are at Osan.
DUTY STATUS	Represents the actual number of personnel who are hospitalized, quarters, etc.
Present For Duty (PFD)	Represents the sum of statuses (i.e. TDY, leave, duty status, etc.) subtracted from the number of assigned personnel.
END STRENGTH	Represents the numeric percentage of personnel that are available (PFD/number of assigned personnel).

3.3.5. Should the excel spreadsheet be inoperative use the 8 FW Form 6, *Personnel Accountability Worksheet* and provide the info to the IPR office telephonically, by email or by runner.

3.4. Upon implementation of a base-wide recall, each strength accountability monitor (UCC personnel) will accomplish the following:

3.4.1. Maintain accountability of all personnel assigned to the unit using the accountability/recall excel spreadsheet and the UCC Strength Reporting Checklist (See Attachment 6). To gain access to the accountability/recall excel spreadsheet please contact IPR at 782-5550.

3.4.2. Establish contact with their EOC representative upon arrival at the UCC. Current contact numbers for EOCs and UCCs may be obtained from the EOC Manager, the Command Post, or on Combined Enterprise Regional Information System - Korea (CENTRIX-K).

3.4.3. Provide duty status report to the IPR located in Bldg 755 room 206 no later than Start of Exercise (STARTEX) +3 hours (See Attachment 3). Report may be sent electronically if necessary and possible.

3.4.4. Accomplish "Other – Unauthorized Absence" report (See Attachment 4) when a commander deems an individual to be in an unauthorized absence status IAW Air Force Instruction (AFI) 36-2911, *Desertion and Unauthorized Absence*. Report may be sent electronically to IPR if necessary and possible.

3.4.5. In the event of comm-out, complete the 8 FW Form 6 and send a copy with a runner to IPR.

3.4.6. Squadrons will make every effort to locate personnel in “not contacted” status (See paragraph 1.3) during the recall, such as contacting friends, co-workers, roommate/suite mate, town patrol or Office of Special Investigation (OSI). If the individual is not located and the commander deems it necessary, he/she can place the individual in an appropriate duty status commensurate with guidance outlined in AFI 36-2911.

3.5. When directed, strength accountability monitors will use the following methods to recall personnel on leave or TDY:

3.5.1. LEAVE: Units will use the telephone to recall personnel. When recalling personnel, state the following: “This is an 8 FW/CC directed recall; you are to immediately return to your duty section by the quickest means possible.”

3.5.1.1. Units unable to contact members on leave will send a message (See Attachment 2) to the military installation closest to the individual’s leave address. The message will include the member’s leave address and telephone number and the unit fund cite to pay for a telegram. Messages prepared for exercises must include the following statement in the “Special Instructions” block: “DO NOT TRANSMIT. THIS IS AN EXERCISE MESSAGE.”

3.5.2. TDY: Units will send a message (See Attachment 2) to the commander of the unit where the individual is TDY. Messages prepared for exercises must include the following statement in the “Special Instructions” block: “DO NOT TRANSMIT. THIS IS AN EXERCISE MESSAGE.”

3.5.3. Unit strength accountability monitors will send to the IPR a copy of all LEAVE/TDY recall messages (See Attachment 2) no later than STARTEX + 3 hours after a recall is directed. (Recall Messages can be emailed thru classified email to the IPR or in the event of comm-out, sent with a runner.)

3.6. Augmentation Program:

3.6.1. Upon recall, personnel designated as augmentees will report to their unit for accountability, and then proceed to the user unit.

3.6.1.1. “User” units (unit using the augmentee) will reassign medically waived augmentee personnel IAW the individual’s medical waiver.

3.6.2. Augmentee personnel not utilized by the “user” unit will return to the “supplier” unit to perform duties as directed by their commander. (**Note:** Only “user” units may release augmentee personnel back to “supplier” units.)

TODD A. DOZIER, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*, 08 Dec 2014

AFI 36-2134, *Air Force Duty Status Program*, 04 Aug 2014

AFI 36-2911, *Desertion and Unauthorized Absence*, 15 Oct 2009

8 FWI 10-401, *Pyramid Recall System (PRS)*, 10 Jun 2013

AFMAN 33-363, *Management of Records*, 01 Mar 2008

Prescribed Form

8 FW Form 6, *Personnel Accountability Worksheet*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

7 AF/A1—7th Air Force, Manpower, Personnel & Services Directorate

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFSC—Air Force Specialty Code

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

BLSDM—Base Level Service Delivery Model

CAT—Crisis Action Team

CENTRIX-K—Combined Enterprise Regional Information System - Korea

Comm-Out—Communication Outage

CP—Command Post

EOC—Emergency Operations Center

ESF—Emergency Support Function

FSS—Force Support Squadron

FW—Fighter Wing

FWI—Fighter Wing Instruction

HHQ—Higher Headquarters

HQ PACAF/A1—Headquarters Pacific Air Forces, Manpower, Personnel and Services Directorate

IAW—In Accordance With

ICC—Installation Command Center

IPR—Installation Personnel Readiness Section

MILPDS—Military Personnel Data System

OPR—Office of Primary Responsibility

OSI—Office of Special Investigation

PCS—Permanent Change of Station

PFD—Present for Duty

POC—Point of Contact

PRR—Pyramid Recall Roster

PRS—Pyramid Recall System

RDS—Records Disposition Schedule

RET—Retirement

RIT—Recall Initiation Time

RW—Real World

SEI—Special Experience Identifier

SEP—Separations

STARTEX—Start of Exercise

TDY—Temporary Duty

UCC—Unit Control Center

UDM—Unit Deployment Manager

Attachment 2

MSG142315Z, AUG 04 RECALL NOTIFICATION

Figure A2.1. Recall Notification.

DD173
DRAFTERS_NAME
DRAFTERS OFFICE

RELEASERS NAME (Same as drafter's name)
CC NAME AND RANK, ORGN, DP – 315-782-XXXX
SPECIAL INSTRUCTIONS
EXERCISE, EXERCISE, EXERCISE
“DO NO TRANSMIT REPEAT DO NOT TRANSMIT”
MINIMIZE CONSIDERED

142315Z MAR 00 PP PP

CLASS: EEEESPECAT: LMFCIC: ZYUWOMI: 8MM
BOOK: MP
MSG HANDLING
ACTION ADDRESSEES CONFIRM DELIVERY
FROM: YOUR SQUADRON KUNSAN AB KOR//CC//
TO: 335 STUS KEESLER AFB MS//CCQ//
340 STUS SHEPPARD AFB TX//CCQ//
SQUADRON OFFICER SCHOOL MAXWELL AFB AL//CCQ//
INFO: HQ AETC RANDOLPH AFB TX//DPXX//
UNCLAS: E F T O
SUBJ: RECALL NOTIFICATION
RMKS: THE FOLLOWING PERSONNEL ARE TDY TO YOUR STATION FROM
KUNSAN AB KOREA. (For personnel on Leave include leave address and phone number) BY
ORDER OF THE 8FW/CC, INDIVIDUALS ARE TO RETURN TO KUNSAN AB BY THE
MOST EXPEDITIOUS MEANS AVAILABLE.
FOR 335 STUS: TSGT GERRY, PATRICK A., 123-45-6789.
FOR 340 STUS: CAPT BOSTON, FELIX A., 987-65-4321.
FOR SOS: CAPT ZAPPER, HELEN R., 000-11-0000.
POC: RANK AND NAME OF SQUADRON COMMANDER, DSN (315 THEATER CODE)
782-XXXX, COMM 011-82-654-470-XXXX.

Attachment 3

SAMPLE LETTER STATUS OF PERSONNEL IN OTHER CATEGORY

Table A3.1. Sample Letter Status of Personnel In Other Category.

MEMORANDUM FOR 8 FSS/FSOXDATE				
FROM: Your Unit Commander				
SUBJECT: Status of Personnel in Other Category				
1. The following individuals are currently in a Permanent Change of Station/Retirement/ Separation (PCS/RET/SEP) status:				
The Individuals are in a PCS/RET/SEP status.				
Rank	Name	SSN	Gaining base	Rnltd
SSgt	Jordan, Michael A.	123-45-6789	Travis AFB, CA	000430
Rank	Name	SSN	Ret/Sep Date	
MSgt	Jack, Nichols	234-56-7890	1 Oct 04	
2. The following individual is currently on quarters:				
The Individual is currently on quarters.				
Rank	Name	SSN	Return to Duty	Location
2d Lt	Ditka, Mike A.	987-65-4321	Travis AFB, CA	Bldg 1420
3. The following individual is currently in confinement:				
The Individual is currently in confinement.				
Rank	Name	SSN	Return to Duty	Location
AB	Rodman, Dennis A.	876-54-3210	000401	Bldg 587
4. The following individual is deceased:				
The Individual is deceased.				
Rank	Name	SSN		
SSgt	Little, Hernandez	012-34-5678		
5. "The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties."				
6. POC is (Rank and Name of First Sergeant), 782-XXXX.				
XXXXXX X. XXXXX, Rank, USAF Commander				

Attachment 4

**SAMPLE LETTER STATUS OF PERSONNEL IN OTHER CATEGORY
UNAUTHORIZED ABSENCE**

Table A4.1. Sample Letter Status of Personnel In Other Category Unauthorized Absence.

MEMORANDUM FOR 8FSS/FSOXDATE		
FROM: Your Unit Commander		
SUBJECT: Status of Personnel in Other Category – Unauthorized Absence		
1. The following individuals are currently in unauthorized absence status (missing, but within 24 hour period IAW AFI 36-2134, <i>Air Force Duty Status Program</i> , para 3.2.8.1).		
The individual is currently in unauthorized absence status.		
Rank	Name	SSN
2d Lt	Smith, Michael A.	123-45-6789
2. “The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.”		
3. POC is (Rank and Name of First Sergeant), 782-XXXX.		
XXXXXX X. XXXXX, Rank, USAF Commander		

Attachment 5**UNIT CONTROL CENTER RECALL CHECKLIST**

A5.1. Prior to the start of an exercise ensure that you have: 8 FW Form 6, access to Base Level Service Delivery Model (BLSDM), access to the IPR Accountability and Recall Worksheet and the steps provided below.

A5.1.1. **Step 1:** Pull Duty Status Report from BLSDM.

A5.1.2. **Step 2:** Pull all personnel on Leave from BLSDM.

A5.1.3. **Step 3:** Access the IPR accountability and recall worksheet from the shared drive. Click on to your group tab, now click on your squadron box (i.e., if you are assigned to the 8 FSS, you would first click on 8 MSG.

A5.1.4. **Step 4:** Verify assigned numbers that IPR inputs as this is pulled from MILPDS. Only IPR can change this number. If you have members that have PCS'd who have not dropped from unit rolls please contact IPR to correct the number of personnel assigned to your unit. **(DO NOT EDIT ASSIGNED NUMBERS)**

A5.1.5. **Step 5:** Using the information from the BLSDM reports and any locally defined products update the green tabs for your squadron. Formulas have already been placed in for the PFD, End Strength and Percentage. These fields cannot be changed.

A5.1.6. **Step 6:** Once the numbers have been updated they will automatically update the Master Accountability sheet. This sheet is locked to keep formulas from being changed.

A5.1.7. **Step 7:** Once updates have been completed and save the worksheet.

Figure A5.1. UCCs.**Notes:**

1. UCCs should be one of the first personnel recalled (UCCs must stand up quickly).
2. When standing up a UCC, immediately pull duty status information from BLSDM.
 - a. Manually track personnel using the IPR Accountability/Recall Excel Spreadsheet and sign in rosters, until the “recall” has been completed.
3. Remember that there are eight sections on the IPR Accountability/Recall Worksheet that you are required to update: TDY, FORWARD DEPLOYED, LEAVE OFF-PENINSULA, OUTSIDE 2 HOURS, LEAVE ON-PENINSULA, OSAN, DUTY STATUS, , AND CONTACTED.

a. NEVER change assigned numbers.

(1). IPR updates assigned.

(2). If you need to dispute assigned numbers, please call the IPR at 782-8497.

The goal is to reach 100% accountability within three hours of the start of the Recall.

c. “END STRENGTH” percentage is a reflection of how many personnel are “present for duty.” This percentage is normally below 100% and will rarely be at 100%, due to TDYs and leave.

4. Before the next recall/exercise, ensure that you have access to the IPR Accountability/Recall Worksheet. If not, please contact IPR office at 782-5550. If problems occur, entering data once the recall has begun, call the IPR at 782-8497 or the 8 FSS UCC at 782-5411/5415/4491.

Attachment 6**UNIT CONTROL CENTER STRENGTH REPORTING CHECKLIST**

A6.1. Personnel strength accountability: Does not end with the recall process, personnel must be continually tracked throughout the entire recall/exercise. Personnel strength changes with the simulated deployment of personnel, arrival of follow on forces, and casualties (injured and deceased). The UCC is responsible for reporting timely, accurate personnel strength on the IPR Accountability/Recall Worksheet.

A6.1.1. Monitor the below personnel strength columns and change as appropriate:

A6.1.1.1. Leave – Initial entry of personnel on leave at the time of the recall. If personnel depart for leave after the recall, update the data as appropriate.

A6.1.1.2. TDY – Initial entry of personnel TDY at the time of the recall. If personnel depart for a training, medical, or CONUS TDY (not deployment), update the data as appropriate.

A6.1.1.3. Deployed forces are updated for individuals who are in Duty Status 20.

A6.1.1.3.1. Ensure to meet with your Unit Deployment Manager (UDM) to set up reporting procedures.

A6.1.1.4. Other Real World (RW) – Automatic update of number of personnel in the “QTRS”+”HOSP” personnel

A6.2. Remember. The EOC uses personnel reporting to view the wing’s strength to make important wartime decisions. Accurate timely reporting is the key!